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ATTACH AN ATTORNEY

Description:

This is a feature in CORIS that allows a clerk to attach an attorney, or attorneys, to a party in a specific case.

Reference:

CORIS Online Manual

Overview:

To attach an attorney to a party in a case, use the Attach Attorney to Party Screen. This assigns attorneys to cases and automatically prints these attorneys on calendars. This process allows the attorney to be available to be selected in minute entries as well as on certificates of notification.

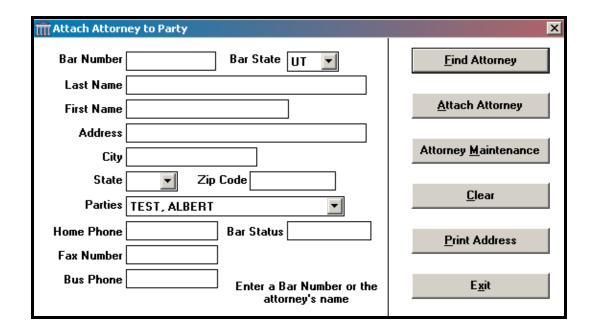
Attaching an attorney to a case is essential and a valuable tool for clerks. It is also used for reporting purposes.

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Procedure/Computer Entry

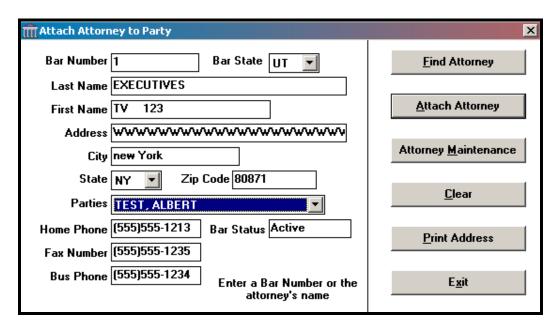
To attach an attorney to a specific case:

- 1. From the **Primary Menu** select **Party > Attorneys > Attach an Attorney**.
- To find the attorney, enter the Last Name or Bar Number and select <u>Find</u> Attorney.



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3. Select the party to which the attorney is to be attached from the **Parties** drop down box.



- 4. Select Attach Attorney.
- 5. Add any additional attorneys for the case or party.
- 6. Select **Print Address** to print an envelope for the attached attorney.

In the event you receive a notice from an attorney regarding an address change this should be reported to the Help Desk.